



Roofing Repair/Replacement Program Guidelines

PURPOSE:

The Gilbert Roofing Repair / Replacement Program is designed to assist homeowners with extensive and costly roofing repairs or replacements that are beyond normal minor repairs. This program is designed for one-time participation to address a severe roofing issue.

The goal of the program will be to facilitate extensive roofing repair or replacements of up to 3 homes in the fall and 3 homes in the spring based on funding availability.

PROGRAM ELIGIBILITY:

Selection of homeowner-occupied homes will be based on financial need and project severity. Due to funding constraints, the number of owner-occupied homes selected to participate is limited.

To qualify:

- Properties must be owner-occupied
- The home must require roofing repairs as determined by Town staff
- Homeowners must qualify by not exceeding maximum low-income limits (up to 60%) for the previous year determined by household size as defined by the U.S. Department of Housing and Urban Development.

PROGRAM GUIDELINES:

- One-time remediation for all approved types of roofs requiring extensive repair or replacement
- Each project will have a monetary cap of \$10,500 and homeowners would be responsible for incurring any costs over that amount.
 - a. In the event a project exceeds that cost – at time of initial estimating or during the construction cycle (considering unforeseen Change Order costs), homeowner is responsible for funding contractor for those additional costs.
 - b. A written agreement between contractor and homeowner will be notarized and recorded by Town staff and maintained in the project file or Town Clerk's Office.
- Staff will maintain a waiting list of the participants

- Roofing repair or replacement will be available to free-standing residential homes and includes townhomes or duplex units where homeowners share a common roof. In a shared or common roof situation, Town will require written approval from adjacent homeowner that roofing repairs will be conducted upon a common roof. The homeowner in neighboring residence will have opportunity to contact contractor(s) assigned to the project and may opt in or out on any repairs to roofing relating to their side of the residence. In a common roof situation, contractor will warranty repairs or replacement to ensure neighboring residence is leak-free for same warranty period at jobsite connection point.
- Manufactured or mobile homes are not eligible for roofing repair or replacement.
- Examples of **approved** roofing materials covered under this program will include the following: flat roofs; pitched roofs; asphalt shingles – both tabbed and dimensional; clay or concrete tile; foam; torched-down or flame-applied rolled-roofing product.
- Roof coverings **not approved** for repair or identical replacement under this program include: wood shake or wood shingle; asbestos tile; stone; slate; metal roofs; hot mop tar; and combination tar and gravel roofs. Where practical to do so, a non-approved roof covering may be replaced with an approved product (e.g. – a deteriorated wooden shake roof is replaced with tabbed asphalt shingles).
- The program will cover concrete or clay tile roof underlayment replacement, where deteriorated underlayment is causing roofing leaks as noted by interior drywall damage. The roofing program will provide for interior drywall repairs after all roofing leaks are remediated. Generally, the homeowner will be responsible for repainting of any repaired interior drywall surfaces.
- Patios and garage coverings are covered under this program providing the structure is attached to the main dwelling unit. Free-standing garages, storage rooms, outbuildings or shade structures do not qualify for roofing repair assistance under this program.
- Roof coverings replaced in HOA communities (e.g. dimensional shingles) will be replaced with approved colored products as identified and approved in writing by an acting HOA property manager or authorized representative. Homeowner is expected to act as information conduit between HOA and Town staff.
- Any roof mounted television antennas, receivers, or satellite communication equipment removed during the roofing repair process becomes the responsibility of the homeowner – and not the roofer or his contractors – to properly re-set, re-install or re-align for proper connection. Additionally, roofing contractor will not attempt to re-set any such equipment upon the roof surface where a penetration mount through a roofing membrane is required. Any such post-construction adds-ons of this nature by homeowner or service personnel immediately voids any roofing warranty that ensures a leak-free surface.
- Homeowner understands that a roofing repair process involves fastening components such as staples, nails and screws. While the contractor will make every effort to pick up

lost or stray pieces of hardware during the clean-up process, any damage to person or property (e.g. automobile tires) is unintentional and becomes the responsibility of the homeowner, who must be mindful of said possibility in advance.

- Roofing repair or replacement may require replacement of wooden roof sheathing members not known to be damaged during an additional roof assessment. Changes to a contractor's final pricing in form a Change Order to accommodate replacement of damaged building components will be acknowledged ONLY during the repair process. Additional wood replacement to overhangs, soffits, and fascia board will need to be repainted, and becomes the responsibility of the homeowner unless part of the original contractor's bid process.

PROCESS:

1. All requests for roofing repair will be entered into a database maintained by Town of Gilbert. Applications will be reviewed and prioritized between July-September and again in January-February (if funding available) of each fiscal year with the intent to select up to 6 homes annually with roofing repairs completed in September/October/November and March/April of each year.
2. Homeowner will complete application, available on-line, and take to the CAP office to be screened for financial eligibility.
3. Based on the financial need of the family and the condition of the home, the community resources staff will prioritize and select homes for roofing repair. All homeowners will be notified of their status – either selected for repairs, denied or placed upon the waiting list. If placed upon a waiting list, repairs could extend in to the next fiscal year, depending upon program request volume.
4. Application to program is not a guarantee of service. Roofing issues are examined for severity, placement on the prioritization list may be modified when a more-pressing roofing issue is identified and requires immediate attention to stop further deterioration of the home.



Roofing Repair/Replacement Program Application

Date of Application: _____

Name: _____ Phone: _____

Address: _____

E-mail address: _____

Maricopa County Parcel Number: _____ Date of Construction: _____

Is this residence located in an HOA community? ☐ Yes ☐ No

HOMEOWNER AGREEMENT:

Homeowner agrees and affirms that costs **more than \$10,500.00** are the sole responsibility of the Homeowner to pay. Homeowner agrees to release the Town of Gilbert of any and all demands for payments and claims arising out of the project costs in excess of \$10,500.00. Homeowner acknowledges that signing this document will affect his/her legal rights and that Homeowner was given opportunity to consult with his/her own private legal counsel. By signing below, Homeowner agrees to be bound to the terms in this document.

The homeowner agrees to comply with the Program rules. Homeowner acknowledges that the maximum amount the Town will pay for project cost is \$10,500.00 (ten thousand, five hundred dollars and no cents).

I have read and fully understand the terms and conditions of this roofing repair or replacement program:

Homeowner's signature: _____ Date: _____

CONTRACTOR AGREEMENT:

Contractor name: _____ Contractor contact: _____

Contractor's address: _____ Phone number: _____

E-mail address: _____ Estimated Project Cost: _____

Project description: _____

Project approval date: _____ Estimated project completion date: _____

Contractor acknowledges that the maximum amount Town will pay for any work is \$10,500.00 (ten thousand, five hundred dollars and no cents). Contractor agrees and affirms that cost more than \$10,500.00 will be the sole responsibility of the homeowner to pay. Contractor agrees to bill the homeowner directly for any cost more than \$10,500.00 and to release the Town of Gilbert of any and all demands for payment and claims arising out of costs in excess of \$10,500.00

Contractor's signature: _____ Today's date: _____

A copy of this document will be provided to homeowner and contractor and will be retained by Town of Gilbert in the job file.

FOR OFFICE USE ONLY:

Stories: ☐ Single ☐ Multiple

Square footage: _____

Eligible as determined by CAP? ☐ Yes ☐ No

Home inspection date: _____

Roofing replacement: ☐ Yes ☐ No

Roofing repair only: ☐ Yes ☐ No

HOA related liens /fines

- Has condition of roof prompted any response from HOA prompting compliance notification letters ☐ Yes ☐ No
- Are there any liens or fines resulting from roofing condition: ☐ Yes ☐ No

Insurance coverage

- Has homeowner notified insurance carrier for claim to cover roofing repairs?
☐ Yes ☐ No
- Is insurance policy in jeopardy of cancellation because of roof condition? ☐ Yes ☐ No

Unusual conditions noted (e.g. satellite antennas, trees or shrubbery requiring trimming, etc.):

Criteria for Scoring:

- | | | |
|---------------------|--|---------------|
| • Interior damage | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 | TOTALS: _____ |
| • Condition of roof | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 | TOTALS: _____ |
| • Financial Need | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 | TOTALS: _____ |

TOTAL SCORE: _____ PRIORITY #: _____

The Town of Gilbert does not discriminate against any individual or program applicant on the basis of race, religion, color, sex, sexual orientation, gender identity, marital status, age, handicap, familial status or national origin.

